

Comprehensive Plan Work Group
Town of North Dansville & Village of Dansville
14 Clara Barton Street
Dansville, NY 14437

Minutes for Monday, December 15, 2025

Meeting was called to order by Nancy Nice at 6:00pm

Work Group members:	Chairperson, Nancy Nice (Planning Board)	Present
	Co-Chair, Quinn Golden (Community)	Absent
	Katie Infantino, Secretary (Planning Board)	Present
	Ann Lafford (Community)	Present
	Karen Schleyer (ZBA)	Absent
	Marcia Miller (Community)	Present
	Chuck Infantino (ZBA)	Absent
	Susan DeMuth (Community)	Present
	Kathy Button (Village Board)	Present
	Jeff Wiedrick (Village Board)	Present
	Bob Infantino (Town Board)	Absent
	David Luce (Town Board)	Present
	Jared Bridge (Planning Board)	Absent

Guests: Bill Bacon, Livingston County

Minutes: A motion was made by Ann Lafford to accept the November 17, 2025 minutes. **2nd by** Jeff Wiedrick. No discussion. All in favor 8 AYE, 0 NAY, 0 ABSTAIN, **motion passed.**

Old Business

Grant Process

- Nancy asked for some discussion about asking someone to help with the comprehensive plan.
 - Ann - Nunda wrote their own and Quinn has created an outline for us to follow. We still need to pull together the information from our minutes.
 - Nancy - Laurie and Chris have said they can write from our minutes. They can be writing while we are writing.
 - Katie - Laurie said the minutes are sufficiently detailed for writing purposes.
 - Ann - unsure whether they can effectively write from our minutes.
 - Nancy read from the Nonprofit Pivot proposal. They would assemble tools for gathering and analyzing public input including an online survey, personal interviews, in-person meetings, and review sections. They will write the plan by using the draft sections provided by the board. They will put together the demographics, priorities and future projects. They will turn the data into easily understood graphics.
 - Nancy said that the Community Fund and Downtown Grant sections won't affect us right now.
 - Nancy said that their prices were good through December 2025. We did not receive any set prices from Livingston County or MRB Engineering. We did not receive details about how they would work with us.

- Nancy took a straw poll to see where each member stood on who should help us with the plan.
 - Marcia - Laurie and Chris will be better able to bring community members together.
 - Sue - Laurie and Chris. They can data mine a lot of the information in our minutes. Concerned that if we keep delaying our decision it will delay their timeline. When they do community focus groups they will be able to get other opinions and it won't be just this small board making all the decisions about the comprehensive plan.
 - Jeff - asked how much (it's \$20,000).
 - Ann - Put Laurie and Chris forth as a suggestion but look at plan B. How do they select community members? Nancy said that they will not select specific people, they will bring groups together. Nancy said that they will also go to groups and organizations. Ann said that we have opened it up for people to come and we don't get many people. How will they get people? Katie said that we don't advertise because we don't have a budget for that. Ann asked if they would advertise and Nancy said that we might have to do that ourselves. We can go forward but we need to have a plan B. We may not get any money for 2026. We can put the proposal forward but she knew the budget for the Town had already been approved. Nancy said we still have the gentleman from Nunda who can help us as needed. He's willing to give us continued guidance
 - Dave - Abstained, he is concerned with what was going on with the email because they are illegal. You can't vote on a computer. He said that we tried to pull off a meeting with no notification to the public. Nancy said that she realized that she made a mistake and the meeting was cancelled. No meeting was held and no vote was taken. That's why we are having the meeting now, it's a regular meeting. We still need to advertise our meetings more. Nancy asked what he thought about the grants and Dave said he thought we were going to hit a brick wall. The town budget just got approved and there's nothing in there for it because nothing was asked to be put in. He said now we want to have about \$20 or \$30 thousand of which the Village has to pay $\frac{2}{3}$ and the Town $\frac{1}{3}$. Nancy said that we still have to come up with a recommendation to the boards. Nancy is going to report to the boards because they need to be kept up-to-date on what we are doing and what the recommendation is.
 - Kathy - Abstained. The Village has so much in the pot that they have to divide that she can't commit or suggest who will do the grant. After it is all said and done the boards have to approve it. If we want the dots dotted we have to make sure we have the Town and Village behind us. If it doesn't get approved it doesn't go anywhere.
 - Katie - Laurie and Chris
 - Nancy - Laurie and Chris
 - Dave asked who wrote the last one. Nancy said Rhonda wrote it, she was the secretary of the Planning Board. Katie stated that she wouldn't be responsible for writing this comprehensive plan alone.
 - Katie said that we still need to do community focus groups because we have to get input from the community.
 - Quinn told Nancy he would like to invite organizations to our meetings. Nancy said that we should. She said that right now we are moving very slowly and have to pick up the pace.
 - Nancy will present to the boards but she's not expecting to get anything from them. We will continue writing ourselves.

- Katie asked if everyone was willing to take a section of the plan and be responsible for the writing?
- Dave thinks we should back up to 2010 or 2007 and work those documents and go through section by section to compare what has taken place and where we would like to go with that section. Katie stated that's what the writers have already been doing and that's why each person needs to take a section so the process moves faster. Sue asked if Dave was willing to take a section, he said he would if he had to. It might be late.
- Ann said that if we don't have the money we just can't stand still, so we need to continue writing.
- Nancy- we need to decide what the motion is going to say.
- Sue, proposes that we consider working with Laurie and Chris so they are able to work with our ideas. They have to put it in all the Smart Growth Planning words. If we don't take some steps now we need to know if we are hitting a brick wall. Then we can go forward. We need a yes or no answer on our suggestion as well as advertising.
- Ann asked where else we would advertise and Katie replied that a PennySaver ad would reach people. Dave said that we have official newspapers where we need to advertise. The Town uses the Hornell Spectator and The Village uses the Livingston County News. There are specific places you need to advertise. Dave said that we are now getting ourselves in trouble because we are not following the rules.
- Marcia said that she was under the impression we were a work group, therefore we don't have to follow the open meeting laws. Dave stated that that was incorrect. He questioned Greg Horr who sent a request to the state about whether we have to notify people for every meeting and the state said that we absolutely must. We can say on the 3rd Monday of every month we are having a meeting and the public is welcome. But if we have a special meeting we must advertise 5 days prior to the meeting. Katie said that was the only special meeting we called and we ended up not doing it. She is asking about the meetings each month, we do not have a budget to put it in the official newspaper each month. Dave said that you have to go to the board meetings to request a budget for advertising. Nancy asked when the Comprehensive Plan process started in 2024, but she wasn't given a budget. Dave stated, then you can't have a meeting, it's that simple.
- Nancy will speak to the board about an advertising budget.
- Macia asked if there is a place where we can find the letter that the state sent to Greg. Dave stated that he has it with him now. Marcia asked if we could make copies and have Katie include it in the minutes. Dave said "No, not without Greg's permission". Nancy will get permission from Greg when she speaks to the Town Board.
- Kathy said that there are some things that you can use that are free. She can't remember what Barry said were free. Kathy said that we aren't going to find money in their budget for advertising either. Whenever the Village wants to spend money they get FOIL'd for every penny they spend. So, there won't be money for advertising. Katie mentioned that now there is a conundrum because if we don't have money for advertising then we can't have meetings, what do we do? Kathy said that you have to use free resources. Katie stated, Marcia puts it on WDNY and WDXT for free, the PennySaver free section, and Facebook is free. Kathy said, "that's three things to advertise and that would be enough". To which Katie replied, according to Dave, we have to advertise in the official newspapers and that we are not legal if we don't. Dave said that we have to have Spectrum (Spectator), the Town webpage, notice on the bulletin board in the entry. We are already on the Town and Village websites. Kathy asked if we are already advertising in those places, why would we want to spend money to advertise in the newspapers?

It's because we are not legally meeting if we aren't advertising in the official newspaper, according to Dave.

- Marcia said, a better question is why have we been meeting for almost 2 years and only now has advertising become a concern? Kathy said that it's because they didn't know about the questions. Katie said that Nancy did go to the boards and ask.
- Ann said that most people won't see the postings on the bulletin board because they aren't coming into the Town Hall, people don't regularly go to the Town or Village websites so they won't see the postings there. The PennySaver is a good place to advertise meetings and special meetings.
- Nancy will ask permission to use the PennySaver.
- The official newspaper for the Town is the Hornell Spectator and the Village paper is the Livingston County News.
- Nancy asked why the Town uses the Hornell Spectator, Dave said that it has been the official paper for a long time and has never been challenged. He said that there is an opportunity to challenge it but has to happen before January 5th which is their organizational meeting.
- Katie asked for a motion regarding advertising to be made so it can be recorded in the minutes; this can be referred to when anyone questions where we advertise. Katie would like to see it precisely stated where we advertise and who is paying for the advertising that isn't free.
- Nancy said that she will have to present to the Boards before we can have that information.
- See the attachment of the General Rules for Public Meetings & Hearings (provided by Dave Luce)
- Nancy will also be letting the Boards know that we are interested in pursuing Nonprofit Pivot to assist with the Comprehensive Plan going forward.

Motion by Jeff Weidrick to have Nancy present to both the Village of Dansville and the Town of North Dansville Boards to find out where the Comprehensive Plan Work Group should be advertising and who will be paying for it. With a suggestion from Dave that Nancy come to the Town of North Dansville organizational meeting on January 5 to ask for a budget. **Seconded by** Sue DeMuth.

Discussion:

- Dave would like to see Nancy come to the meeting and requisition a budget for the Comprehensive Plan so we have something to work with for meeting notifications or anything else we might need. It should start out as a small amount like \$3000.00.
- Kathy said that Nancy should go to the Village meeting on December 17 and present it to the board. "If you want it and want it working you have to present it, then they will say yes or no and then you will know what you have got and where you can spend it. Some are going to cost more than the others."
- Katie said that she does not want to be the person telling the Boards where she's going to advertise, she wants the Boards to give her a list of the official places where she can advertise to make the meetings legal. Kathy said that, you have to go with the amount of money it will cost. Dave said that you will have just one or two costs, depending on whether you have to advertise in the Spectator and the LCN or just one.
- Nancy will go to the organizational meeting in January, Dave said that Greg may want to discuss that at a regular meeting. Dave advised her to make sure to check with Greg or Lori. Nancy said that she would be in touch with Lori tomorrow (December 16, 2025).

All in favor 8 AYE, 0 NAY, 0 . **Motion passed.**

New Business

See above for the information about

- When do we advertise? 5 business days before the meeting.
- What does the advertisement say? Who, What, Where, When, Why, How
- Kathy asked Nancy if she asks for \$3000 is she planning on having the split between the Village and Town (\$1500 each)? Nancy said that she didn't know how they split it. Dave said that they should each be asked for a specific amount.

Next Meeting: Tentatively scheduled for January 19, 2025, depending on the outcome of Nancy's presentations to the two Boards. The writing group will meet on January 19 at 4pm in the North Dansville Town Hall. **EDIT: The writing group will not be meeting at 4pm on January 19, due to the fact that the meetings are advertised to meet at 6pm. Nancy will elaborate at the January 19, 2026 meeting.**

Motion by Jeff Weidrick to adjourn, 2nd by Marcia Miller. All in favor 8 AYE, 0 NAY, 0 . Meeting adjourned at 7:57pm

Respectfully Submitted,
Katie Infantino, Secretary Comprehensive Plan Work Group (CPWG)

New York Planning Federation

279 River Street, Suite 302, Troy, NY 12180
(800) 366-6973 www.nypf.org

GENERAL RULES for PUBLIC MEETINGS & HEARINGS

► **Public Notice** - Hearing notice posted at least 5 days prior in official newspaper & in municipal hall. Non-hearing meeting - 3 days prior to media and in municipal hall.

► **Quorum** - the # of members needed to conduct business. A majority of the whole board (absentees/vacancies included).

► **Approve or deny an action.**

Majority of full board must concur. No majority = no action. Majority +1 needed if contrary to county planning.

► **Record & Findings** - Maintain record of meeting & voting - file all decisions with municipal clerk within 5 days.

Any Member (the Chair too):

► Should Guarantee No Personal Conflict of Interest.

► Should Listen, Be Responsive, Form a Rationale, Then Decide in the Public Interest.

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Whiteman Osterman & Hanna LLP

Attorneys-at-Law

One Commerce Plaza, Albany, NY 12260

(518) 487-7600

www.woh.com